ECE PhD - Departamental Graduation Checklist

Make sure to read the entire Checklist before trying to follow the instructions.

BEFORE THE DEFENSE

☐ Graduation Intent Form (GIF) - submit your GIF via Patriotweb following the instructions on the Registrar’s Office website.

☐ Teaching Requirement – fill out the form available on the ECE website and submit it to Jammie Chang in the ECE Office.

☐ Seminar Requirement – fill out the form available on the ECE website and submit it to Jammie Chang in the ECE Office.

☐ List of Papers Submitted – please list out all the papers you’ve submitted by the time you plan to defend your dissertation.

☐ Registration. The student must be registered during the semester in which they defend.

☐ Library. As soon as you decide on the semester in which you want to defend, visit thesis.gmu.edu for information regarding:

- Important deadlines (submitting a draft version and a final version of your dissertation)
- Templates
- Contact information for the Dissertation and Thesis Coordinator to schedule a mandatory meeting.

☐ Defense date: Select a defense date with your committee

☐ Room: Once the date has been confirmed with all committee members, book a conference room for your defense with Jammie Chang (jchangn@gmu.edu).

☐ Announcement: Once date and time have been determined, prepare a flyer notifying of your defense (format sample: on the reverse).

- Email the announcement to Jammie Chang (jchangn@gmu.edu) at least two weeks before your defense.

☐ Dissertation: At least four weeks prior to the public defense, give copies of your dissertation to your committee members and University Library.

☐ Approval to Defend Dissertation (available on the ECE website).

- Please note: the Approval to Defend Dissertation form must be submitted at least two weeks prior to your defense.

- Print and fill out the form, obtain required signatures, and submit it to Jammie Chang for the ECE Chair’s approval, together with one copy of your dissertation for the Chair’s review.

☐ ECE PhD Record of Public Defense Form

- On the day of your defense prepare the form for your Dissertation Supervisor and submit it to him/her before the defense (the form is available on the ECE website and in the ECE office). The Supervisor will then submit the form to Jammie Chang right after the defense.

☐ ECE PhD Student Learning Outcomes Evaluation:

- On the day of your defense prepare the form for your Dissertation Supervisor and submit it to him/her before the defense. The Supervisor will then submit the form to Jammie Chang right after the defense.

☐ Graduation Ceremony. If you consider participating in the ceremony, please read the material online for general information:

- Convocation (Volgenau School ceremony): http://volgenau.gmu.edu/events/convocation/details.php
- Commencement (university-wide ceremony): http://www.gmu.edu/depts/ur/events/

- Summer and Fall PhD graduates participate in the Convocation and Commencement ceremony in May of the following year.

- As the ceremony date approaches, each student will receive an email asking if they wish to participate. Detailed information on how to RSVP will be included.

AFTER THE DEFENSE

☐ Make sure your Record of Public Defense has been signed and submitted to the ECE Office.

☐ Submit a final version of your dissertation to the Fenwick Library. For details contact Ms. Sally Evans at udts@gmu.edu or by telephone at 703.993.2222.

☐ Submit the completed checklist along with the final paper version of your dissertation (double-sided) to Rm 3100 for ECE files.

rev. 8/28/2015
Notice and Invitation
Oral Defense of Doctoral Dissertation
The Volgenau School of Engineering, George Mason University

<Student Name>
Bachelor of Science, <University Name, Graduation Year>
Master of Science, <University Name, Graduation Year>

<Dissertation Title>

<Day>, <Month, Date, Yr>, <Time – >
<Location>
All are invited to attend.

Committee
<Dissertation Chair>, Chair
<Co-chair if applicable>
<Committee Member>
<Committee Member>

Abstract

<Two to Three Paragraph Abstract>

A copy of this doctoral dissertation is on reserve at the Johnson Center Library.